Advance Excel Assignment 3

1. How and when to use the AutoSum command in excel?

A. The AutoSum command in Excel is a handy tool for quickly summing up a range of numbers in a column or row.

**How to use AutoSum:**

1. Select **the cell where we want the sum to appear**

2. **Click on the "AutoSum" button.**

**3.AutoSum will suggest a range.**

4. **Press Enter**

**When to use AutoSum:**

1. **Summing a column or row**

2. **Frequent updates**

3. **Simplicity and speed**

2. What is the shortcut key to perform AutoSum?

A. **Alt + =** is the shortcut key to perform AutoSum.

3. How do you get rid of a Formula that omits adjacent cells?

A. Options to get rid of a formula that omits adjacent cells.

1. Uncheck formulas that omit cells.

2. Switch from absolute to relative reference.

3. Update the formula to include the cells.

4. How do you select non-adjacent cells in Excel 2016?

A.

1. By Holding 'Shift'+ "up Arrow" - we can select and move upwards.

2. By Holding 'Shift'+" Down Arrow" - we can select and move downwards

5. What happens if you choose a column, hold down the Alt key, and press the letters ocw in quick succession?

A. Alt + OCW: Changes column width

6. If you right-click on a row reference number and click on Insert, where will the row be added?

A. It provides Inserting cells of rows or columns wherever we want.